



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER

GREAT LAKES, ILLINOIS 60088-5000

CNTC GREAT LAKES  
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NTCGLAKESINST 11320.1  
013  
12 July 1991

CH-1  
ENTERED  
08 JUL 91

NTC GREAT LAKES INSTRUCTION 11320.1

From: Commander, Naval Training Center, Great Lakes

Subj: FIRE INVESTIGATION REPORTING PROCEDURES FOR GREAT LAKES  
FIRE DEPARTMENT

Ref: (a) OPNAVINST 11320.25B  
(b) Fire Incident Reporting Manual, DOD 6055.7M  
(c) JAGMAN 0913d

1. Purpose. To establish responsibility for and routing of reports of fire investigations originating within the Fire Department.
2. Cancellation. NTSGLAKESINST 11320.1. This instruction has been substantially revised and should be reviewed in its entirety.
3. Objective. To facilitate the timely submission of required safety reports of fires while ensuring that further investigations, if necessary, are promptly initiated.
4. Scope. This instruction applies to reports of all fires under the cognizance of the Fire Department.
5. Information. Reference (a) became effective on 1 July 1984. It includes as an enclosure, reference (b). All reports of fires under the cognizance of the Fire Department shall be submitted in accordance with references (a) and (b). Reference (c) quoted in its entirety below, requires further investigation in the case of "significant" fires:
  - a. The investigation of significant fires aboard ship or ashore should be documented in a JAGMAN investigation. Generally, a fire will be considered significant if any one to the following exists: Damage is done to major/vital equipment; the origin of the fire is suspicious; the fire delays deployment; or causes significant change in operating schedule; degradation of mission capability occurs; naval personnel were responsible for the fire; the fire may have resulted from defective naval design specification or installation; or if unsound operating doctrine or procedures caused or contributed to the fire.
  - b. This does not limit a commanding officer's authority to convene an investigation into any fire when he believes one is warranted.

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c. Essentials to be reported are:

- (1) When was the fire reported?
- (2) How fast was the response to the fire?
- (3) Who responded to the fire? What was the level of damage control and fire fighting training of those who responded?
- (4) What fire fighting equipment was used? What equipment could not be used? Why?
- (5) What communications were used and what if any difficulties were there in communication?
- (6) What time was the fire reported out?
- (7) How long did it take to extinguish?
- (8) What caused and contributed to the ignition and spread of the fire?
- (9) What burned? What areas were involved?
- (10) Identity of personnel injured or killed.
- (11) When were the spaces involved last inspected and what discrepancies were noted?
- (12) If a shipboard fire, was the ship at sea or in port? What was the ship's condition of readiness? What was the fire's affect on the ship's ability to carry out its mission?
- (13) What is the cost to repair the damage done?
- (14) Assess the possibility of occurrence of such a fire on a similar ship or installation.

d. The foregoing investigative report is separate from the safety report required by reference (a), and NAVMATINST 11320.5 for fires ashore, and by OPNAVINST 5102.1 for fires on board ship.

## 6. Action

a. Fire Chief. The Fire Chief shall initiate and forward directly to the Commander, Naval Training Center, Great Lakes, for signature all Fire Incident reports, with copies distributed as follows:

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(1) for all fires, copy to Naval Training Center (NTC) Safety Officer and to Commanding Officer or Officer-in-Charge of activity whose property burned;

(2) for fires deemed "significant" under the criteria of reference (c) above, an additional copy to the Judge Advocate.

b. Safety Officer. Upon receipt of the copy of a Fire Incident Report, the Safety Officer shall review each incident for safety violation-related causes and shall take appropriate action, including, if warranted, recommending further investigation.

c. Judge Advocate. Upon receipt of the copy of a Fire Incident Report of any significant fire, and in such other cases as the Commanding Officer may direct, the Judge Advocate shall initiate the paperwork to appoint a JAGMAN investigating officer pursuant to reference (c) and forward same for the Chief of Staff's signature.

~~7. Reports Required. DOD Fire Incident Report, DD Form 2324, and DOD Summary No-Loss Fire Emergencies Report, DD Form 2324-1, as noted in reference (a).~~

  
J. L. BOYDSTON  
Chief of Staff

Distribution:  
NTCGLAKESINST 5216.5J  
Lists I and II

"7. Reports Required. DoD Fire Incident Report DD Form 2324, Fire Report 11320/2.

a. If "significant" damage, a P & E estimate of damages from PWC, PWC-GL-4280/9.

b. If any casualties, Ambulance and Emergency Room reports.



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NTCGLAKESINST 11320.1 CH-1  
(082A)/C  
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NTC GREAT LAKES (COMPLEX) INSTRUCTION 11320.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: FIRE INVESTIGATION REPORTING PROCEDURES FOR GREAT LAKES  
FIRE DEPARTMENT

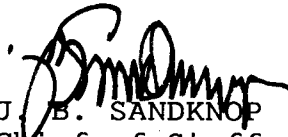
1. Purpose. To issue change transmittal 1 to the basic instruction.
2. Action. Make the following pen and ink changes to the basic instruction:

a. Replace paragraph 7. with the following:

"7. Reports Required. DoD Fire Incident Report DD Form 2324, Fire Report 11320/2.

a. If "significant" damage, a P & E estimate of damages from PWC, PWC-GL-4280/9.

b. If any casualties, Ambulance and Emergency Room reports.

  
J. B. SANDKNOP  
Chief of Staff

Distribution:  
NTCGLAKESINST 5216.5L  
Lists I and II